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This Notice Expires 1 January 1958

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PRINTING AND REPRODUCTION

REPRODUCTION AND COPYING MACHINES

The question has been raised as to whether copies of a document made on office copying machines which use the process of heat or contact (non-lens) photocopy duplication (such as Thermofax, Verifax, Autostat, Contura, etc.), are faithful reproductions of sufficient permanency to be used as official documents of record.

1. The best available copy of anything should always be used as the official document of record. Where control can be exercised over the creation of a document, the official document of record should be the typed original or a carbon from the original typing.

2. Where such control cannot be exercised, or where an additional specific need exists, other kinds of copies are acceptable (both for Agency record purposes and for the National Archives). However, photostats (lens photocopies), microfilm, or facsimile copies made by any process which completely reproduces anything written or drawn (Stenofax, for example) must be used, if obtainable.

3. Unless they are the only copies in the Agency (in which case they are acceptable as documents of record), copies of documents made on office copying machines using heat or contact (non-lens) photocopy methods shall be considered convenience copies. Such copies, however, can be used in intra- and interoffice official correspondence as long as the limitations listed below are recognized:

- a. Such copies are subject to wear and tear, deterioration from extreme heat, etc. (However, with normal care, readable copies should be completely legible for about 12 years).

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- b. Since such copies often are not completely faithful reproductions (Thermofax, for example, reproduces only carbon-base inks and other machines have other limitations), their legal effectiveness may be partially or totally impaired.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

SIGNED  
L. K. WHITE  
Deputy Director  
(Support)

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